

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

[DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER CITY], [OWNER STATE] [OWNER ZIP]

RE: Transaction [PERMIT NUMBER]
[COUNTY] County, [ROUTE]

Dear [OWNER CONTACT]:

The Missouri Department of Transportation (MoDOT) is responsible for regulating outdoor advertising adjacent to controlled travelways, which includes [ROUTE]. Outdoor advertising located along this route are required to obtain and maintain a permit from MoDOT.

Your sign advertising "[ADV MESSAGE]" may qualify for an "exempt" permit if the sign is thirty-two (32) square feet or less; located on private property; and advertises a service club or religious organization. **Exempt signs under thirty-two (32) square feet do not require a fee; however, a permit must be obtained by the organization.** Enclosed please find an application along with a brochure explaining the laws governing outdoor advertising. Please complete the application and return it along with the required documentation within thirty (30) days.

For additional information regarding outdoor advertising rules and regulations in Missouri, please log onto http://www.modot.org/business/Outdoor_Advertising. Please contact me at [PHONE NUMBER] to discuss any options that may satisfy your advertising needs.

Sincerely,

[PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

Enclosures

[PHOTO]

